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CHAPTER 4

MISCELLANEOUS PAYMENTS0401 ADVANCE, CASUAL, AND PARTIAL PAY

PART A: ADVANCE PAYMENTS

040101. Advance Pay for Permanent Change of Station. See the D928 remark of the MMPA. A member's current monthly amount available for advance pay computation can be viewed on the CICS Selection Menu, Miscellaneous Computed Pay Information screen.

Note. The allotment amounts for garnishments, statutorily required support allotments, and court-ordered bankruptcy payments are included in the total allotment deduction amount on the Miscellaneous Computed Pay Information Screen. However, these types of allotments are not deducted from the member's monthly amount available for advance pay. The member's allotment deductions must be verified for these types of allotments and the total monthly allotment amount must be deducted from the monthly amount available for advance pay before an advanced payment is made.

A. Reference. "DoDFMR", Vol. 7A, Chapter 32, table 32-1 and Interim Change 16-05 dated April 11, 2005, MCO 7220.21, and MCO P1100.72.

B. Substantiation

1. Members Requesting Advance Pay Within the Normal Parameters. To qualify for advance pay within the normal parameters, the member must be a corporal (E-4) or above. A copy of PCS orders along with a statement of understanding is required.

2. Members Requesting Advance Pay Outside of the Normal Parameters. A NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization or a copy of PCS orders authorizing special payment. The member's signed statement will be included in the Remarks Section of the NAVMC 11116 or the PCS orders. The member's written justification will be retained in the command's files. See paragraph 0801011.B of this manual for information regarding who has the authority to approve a request for this type of advance pay. Note that for all of The Basic School (TBS) students/officers, the Commandant of the Marine Corps has authorized the establishment of repayment schedules that may extend beyond a subsequent PCS move.

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Note. The commanding officer must annotate the applicable substantiating document if a special payment is authorized.

C. Members Assigned to a Location For One Year or More and Entitled to Imminent Danger Pay (IDP). Effective October 28, 2004, an advance payment of one month basic pay is authorized for those member's who are going to be assigned to a location for one year or more and entitled to IDP (or the assignment is extended beyond one year). The advance payment of basic pay must be collected in a 12 month period. A member may request the advance at any time during the period of assignment. The earliest that a member may apply and receive the advance is the effective or start date of the assignment, as specified in the member's orders. This is generally when a member is authorized to begin travel to comply with the assignment order. For those members requesting an advance pay outside of the normal parameters, refer to paragraph C.2 above. However, the advance payment must be collected in a 12 month period.

D. Action

1. Compute the amount of advance pay and the term of repayment (see figure 4-1). For first term members, the repayment schedule must be completed three months before the member's ECC date (see MCO 7220.21).

2. Use one of the following two methods to pay the advance:

(a) Normal Payment Process/Direct Deposit/Electronic Fund Transfer.

Credit the entitlement on the diary using TTC 504/001. Members will receive their advance through the normal payroll process or by DD/EFT. Dollar amounts cannot exceed 99999.99 and the effective date will be the date of the transaction.

Note 1 When the finance officer reports TTC 504 and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001, and payroll numbers between 026-100 (D809 remark). If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

Note 2: To correct/delete an original entry, report the transaction exactly as originally reported using the MCTFS ADR touch date in the 928 remark as the effective date. Then if required, report a new TTC 504 with a history statement explaining the action taken.

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TTC/SEQ 504/001

CHECK|ADV PAY - \$ (1) . (2) | (3)

- (1) Dollar amount (up to 99999.99)
 (2) Term of checkage
 (3) Eight-digit date of transaction

(1) Entry Processed Prior to End of month U&E

Example: Effective date of transaction YYYY0610

Payment will be made through the MCTFS on the end-of-month June payday (see above note)

Liquidation will begin July YYYY, the month following the month of payment

(2) Entry Processed After End month U&E

Example: Date of transaction YYYY0625

Use future effective date of YYYY0715

Payment will be made through the MCTFS on YYYY0715 (see

above note). Liquidation will begin during August YYYY, the month following the month of payment.

(b) Revising the Repayment Schedule. The number of months for repaying advance pay entered into the MMPA may be changed. The number of months may be increased or decreased upon request of the member or commanding officer. When the finance officer reports advance pay, it builds a remark on D928 of the member's MMPA.

TJGPR928 ***** OTHER CONTINUING DEDUCTIONS 928 REMARKS

USER: TMBOWZ ENTER NEXT SSN: ENTER NEXT CAT: SEQ NBR: 12:31:50

SSN: 012345678 NAME: MARINE, JOHN L.

RUC: 02301 COMPANY CODE: 1 PRES-GRADE: E8 RECSTAT: 0 COMP CODE: 11

PLT CODE: MP00 TRNGRP: R-RECSTAT: RCOMP CODE:

KILL		APPROPRIATION		PRINCIPLE		INSTALL	
SEQ	DATE	CODE	DATA	AMOUNT		AMOUNT	
001	999999	99001		\$1200.00		\$100.00	
FROM	TO	*****AS OF*****	CMP	SP	*****SUSPENSE*****		
DATE	DATE	BALANCE	DATE	CDE	CD	FR-DATE	TO-DATE
YYYY1201	00000000	\$1100.00	YYYY1231	03		0000000	0000000

SYS TAX LES

CD CD CD

0 N

ADR SUSPENSE ADR

TYP-DOC#-YEAR-RUC-DPI-TTC- TCH DATE TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE

B: 1-00110-YYYY7-29054-17-0504 -YYYY1115 B: 0-00000-0000-00000-00- -00000000

*July 1, 2007

E: 8-00110-YYYY-29054-17-00504-YYYY1115

E: 0-00000-0000-00000-00-00000000

PF1 - HELP

PF3 - EXIT TO TRMK MENU

PF12 - LOCAL PRINT

Only D928 is used to revise a repayment schedule. To revise the repayment schedule, report the following:

(1) Report the TTC 504 delete transaction exactly as originally reported ensuring the payment date is the effective date of the delete/add transaction.

(2) Then report a new TTC 504 entry using the D928 remark to obtain the as-of-balance amount, the new repayment schedule, which considers the months already paid, and the as-of-balance date, which is the last day of the prior month.

(3) Report a history statement explaining the action taken.

c. Special Payment. A special payment is made by using an MPV or MPL (TTC 634) when a member is not enrolled in DD/EFT.

TTC 634

(1) | (2) | A | (3)
Enter payment code A

- (1) Enter S (regular) or V (reserve)
- (2) Three-digit pay group
- (3) Two-digit term of checkage

3. Two identical advance pay transactions will fail as duplicate when installment amounts and effective dates are the same. However, advance pay transactions that have the same period, principal, and installment amount, but different effective dates within the same month, can be reported.

E. Restriction. Liquidation of advance pay does not stop upon commissioning, acceptance of appointment as an officer, or on reversion to enlisted status.

F. Concurrent Advance Pay. When a member is authorized advance pay and has an advance pay deduction in effect, use the following procedures:

1. Compute the amount due for the advance pay requested, subtract the balance of the advance pay in effect and report the difference due the member using CHEK ADV PAY (TTC 504/001). Do not report TTC 504 delete transaction. For example, a member is authorized 3 months' advance pay and is due \$4,500. The member has an advance pay in effect with a balance of \$600. Subtract \$600 from \$4,500 and report the balance of \$3,900 using TTC 504/001.

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2. When a member has two or more advance pays in effect, they can not be combined into one repayment schedule. When a member has an advance pay in effect and is authorized to revise the repayment schedule, report a CORR/CHEK TTC 504 and change the authorized number of months.

040102. Advance of Pay and Allowances. See the D950 remark of the MMPA.

A. Reference. "DoDFMR", Chapter 32, paragraph 320102.

B. Substantiation. NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization when a member is not enrolled in DD/EFT and a special payment is required before the next scheduled payday.

C. Action. The commanding officer will submit the original of the NAVMC 11116 to the finance officer. Upon receipt, take the following actions:

1. Use one of the following two methods to pay the advance:

(a) Normal Payment Process/Direct Deposit/Electronic Fund Transfer. Credit the entitlement on the diary using TTC 505/001. Members will receive their advance through the normal payroll process or by DD/EFT. (Dollar amount cannot exceed 99999.99 and the effective date will be the date of the transaction.)

Note. When the finance officer reports TTC 505 and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001, and payroll numbers between 026-100 (D809 Remark). To correct an original entry only, report a delete/add correction entry. If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will reflect in the member's next scheduled payday.

TTC/SEQ 505/001

CHEK|ADV PAY & ALW-\$ (1) . | (2)

(1) Dollar amount

(2) Eight-digit date of payment

(b) Special Payment. A special payment is made by using an MPV or MPL (TTC 635).

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TTC 635

(1) | (2) | B

Enter payment code B

(1) Enter S (regular) or V (reserve)

(2) Three-digit pay group

2. Submit the original NAVMC 11116 as a substantiating voucher.

D. Early Return. When a period of duty for which an advance of pay and allowances was paid ends earlier than expected, the advance may not routinely be liquidated in monthly installments. The member may request liquidation in monthly installments, not to exceed six months. Such requests, when justified, must be approved by a battalion, squadron, or separate detachment commander.

040103. Advance of Allotments to DependentsA. Reference. "DoDFMR", Chapter 32, paragraph 320105.

B. Substantiation. NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization.

C. Action. The commanding officer will submit the original of the NAVMC 11116 to the finance office. Upon receipt, take the following actions:

1. Report the credit and the term of checkage using TTC 504/001. The term of checkage is from one to six months, and commencement date of the checkage will be the first day of the month after the date of payment.

TTC/SEQ 504/001

CHEK | ADV PAY-\$ (1) . (2) | (3)

(1) Dollar amount (up to 99999.99)

(2) Term of checkage

(3) Eight-digit date of transaction

2. Submit the original NAVMC 11116 as a substantiating voucher.

040104. Advance to Members and Dependents - Emergency EvacuationA. Reference. "DoDFMR", Vol. 7A, Chapter 32, table 32-2.

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B. Substantiation. DD Form 1337: Authorization/Designation for Emergency Pay and Allowances.

C. Action

1. Commanding Officer

a. Prepare a DD Form 1337 in duplicate (available on the internet at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

(1) Have the member specify the amount of payment, not to exceed two months of gross basic pay.

(2) List the names and dates of birth of all dependents, except for the primary dependent.

(3) Have the member and dependents sign the original and duplicate DD Form 1337.

(4) Sign the original and duplicate DD Form 1337.

b. Deliver the original to the primary dependent and file the duplicate in the service record.

c. Deliver the written instruction sheet to the primary dependent.

2. Finance Officer. The primary dependent will submit the original of the DD Form 1337 to the finance officer. Upon receipt, take the following actions:

a. Payment may be made anytime an evacuation has been ordered.

b. Enter payments in the record of payments section of the DD Form 1337. Payments may be made in lump sum or in two installments.

c. Prepare a DD Form 117: Military Pay Voucher (available on the internet at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm> or each payment.

d. Submit a copy of the DD Form 1337 with the finance officer's substantiating vouchers.

e. Establish a liquidation schedule to repay the indebtedness, per the above reference. Enter the liquidation schedule using **TTC 559/000**.

040105. Advance Basic Allowance for Subsistence - TAD

A. Reference. “DoDFMR”, Vol. 7A, Chapter 32, paragraph 320103 and MCO 10110.14, Chapter 15.

B. Substantiation. NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization, prepared as shown below:

OTHER PAY 1 MONTH'S ADVANCE BAS. MEMBER NOT RECEIVING BAS AT PERM STATION. IS IN RECEIPT OF TAD ORDERS, PRD IN EXCESS OF 30 DAYS. EFFECTIVE DATE OF DEPARTURE YYYY0913.

C. Action. The commanding officer must submit the original of the NAVMC 11116 to the finance officer. Upon receipt, take the following actions:

1. Compute the entitlement based on the separate rations value for the stated period, not to exceed one month.
2. Credit the entitlement on the diary using TTC 504/001, or report the entitlement and payment using either an MPV or MPL (TTC 634). The term of checkage must be one month.
3. Do not make payment earlier than five working days before the member's departure.
4. Submit the original NAVMC 11116 as a substantiating voucher.

040106. Advance Per Diem for Deployed Units

A. Reference. MCO 7220.39.

B. Substantiation. NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization, prepared as shown below:

OTHER PAY 30 DAYS ADVANCE PER DIEM FOR DEPLOYED UNIT. ROSTER ATTACHED.

C. Action. The commanding officer must submit the original of the NAVMC 11116 to the finance officer. Upon receipt, take the following actions:

1. Compute the entitlement not to exceed one month.

2. Use one of the following two methods to pay the advance:

a. Normal Payment Process/Direct Deposit/Electronic Fund Transfer. Credit the entitlement on the diary using TTC 633/000. Members will receive their advance through the normal payroll process or by DD/EFT. Dollar amounts cannot exceed 99999.99 and the effective date will be the date of the transaction.

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Note. When advance deployed per diem (TTC 633) is reported by the finance officer and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001, and payroll numbers between 025-050 (D809 Remark). To correct an original entry only, report a delete/add correction entry. If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

TTC/SEQ 633/000

ADVANCE DEPLOYED PER DIEM (1)

(1) Dollar amount (up to 99999.99)

(1) Entry Processed Prior to End of Month U&E

Example: Effective date of transaction YYYY0610.
 Payment will be made through the MCTFS on the end-of-month June payday (see above note).
 Liquidation will begin July YYYY, the month following the month of payment.

(2) Entry Processed After End of Month U&E

Example: Date of transaction YYYY0625.
 Use future effective date of YYYY0715.
 Payment will be made through the MCTFS on YYYY0715 (see above note). Liquidation will begin during August YYYY, the month following the month of payment.

b. Special Payment. Credit the entitlement and payment using either an MPV or MPL (TTC 643) when the member is not enrolled in DD/EFT. The term of checkage must be one month.

TTC 643

 (1) | (2) | J | (3)

Enter payment code J

z

(1) Enter S (regular) or V (reserve)

(2) Three-digit pay group

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(3) Two-digit term of checkage (must be one month)

3. Submit the original NAVMC 11116 as a substantiating voucher.
4. Collection of the advance per diem starts 30 days following the effective date of the advance payment.

D. Restriction. Do not make an advance per diem payment earlier than 10 days before the unit's deployment.

040107. Deployed Per Diem - Quarters

A. Reference. MCO 7220.39.

B. Substantiation. NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization, prepared as shown below, and paid receipts for BOQ or BEQ charges :

OTHER CREDIT PER DIEM FOR BOQ CHARGES INCURRED DURING THE PERIOD
YYYY0414 TO YYYY0103. ENTITLEMENT EXISTS PURSUANT TO JFTR,
PAR U4411. PAID RECEIPTS ATTACHED.

C. Action. The commanding officer must submit the original of the NAVMC 11116 and the original paid receipts for BOQ and BEQ charges to the finance officer. Upon receipt, take the following actions:

1. Compute the entitlement.
2. Credit the entitlement on the diary using TTC 616/000 or, if the member is not enrolled in DD/EFT and a special payment is requested, report the entitlement and payment using either an MPV or MPL (TTC 645).

Note. When a credit deployed per diem quarters (TTC 616) is reported by the finance officer and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001, and payroll numbers between 025-050 (D809 remark). To correct an original entry only, report a delete/add correction entry. If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

TTC/SEQ 616/000

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CRED|DEP PER DIEM QTR- ((1)) - \$ (2) .__ | (3)

- (1) One-digit designator code (I- for AVN Iwakuni, O for AVN Okinawa or G for ground units)
- (2) Dollar amount of payment
- (3) Eight-digit date of payment

3. Retain the NAVMC 11116 and paid receipts as a substantiating voucher. Return an endorsed NAVMC 11116 and copies of the receipts to the member via the commanding officer.

PART B: PAYMENTS

040108. Transient, Local, Casual, Partial, and Regular Payday Payments

- A. Reference. MCO 7220.44.
- B. Procedures. See the reference for procedural instructions.

040109. Payroll Processing for Units (Decentralized Finance Officers Only)

A. Payroll processing for regular payments can be accomplished using the On-line Net Pay process or the Remote Access Pay Transactions and Reporting System (RAPTRS) process.

1. On-Line Net Pay Process. The On-line Net Pay process allows the financial officer to review payrolls prior to printing or to develop a payroll used for special payments to units. Units and/or individual members can be added or deleted from the payrolls. Payment amounts may be considered or established through this procedure. Keys (options), descriptions (functions), and parameters are displayed on individual screens and are available for entering pertinent data. Data edits, which are displayed at the bottom of the screens, prevent the entry of incorrect data. Output consists of a rough roll and a smooth roll with various reports. Refer to the On-line Net Pay Reporting Procedures User Manual for instructions and procedures.

2. Remote Access Pay Transactions and Reporting System (RAPTRS). The RAPTRS processes were developed primarily for use by deployed units, but they also can be used to backup on-line systems. The process is used to report disbursing transactions, military payroll money lists (MPLs), military pay vouchers (MPVs), diary entries, and the deployed check issue process (DICP). Once the pay-related transactions are input on a personal computer (PC), the data is transferred to a diskette for transmission and subsequent update of the member's pay record. The physical location of the hardware for the system will vary depending on equipment distribution, workload, and location of the finance/disbursing office. Refer to the RAPTRS self-contained guidelines for instructions and procedures.

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- B. All regular payments must be reported to the DFAS-AHR/KC.

040110. Reporting Special Payments for Units. The originals of the MPL and MPV will be forwarded immediately to the DFAS-AHR/KC following the daily closing of the special payroll. Those finance officers having DSN/MCDN capability will follow the procedures specified for regular payments. The finance officer will submit the documents by DTL. The triplicate copy of the DTL and copies of all documents submitted will be retained in the suspense file. The DFAS-KC will acknowledge receipt of the DTL by returning an endorsed duplicate copy to the finance officer. The finance officer will remove the triplicate copy of the DTL and attached documents from the suspense file. The MPVs for individual payments and MPVs covering multiple payments with MPLs will be filed in the finance officer's retain file in voucher-number sequence. The duplicate copy of the DTL and all other copies of documents from the suspense file will be placed in the DTL retain file. The triplicate copy of the DTL may be destroyed.

040111. Special Procedures for Deployed Units. Units afloat or operating in remote areas require special procedures as mail service is irregular, and normal computer support is not available. The following procedures will be established by the finance officer upon notification from the commanding officer that a unit is forming to be deployed for more than 30 days.

A. Activation of DSSN. In order for the DFAS-KC to provide support, it is mandatory that the servicing finance officer of newly activated units immediately notify the DFAS-TSBD/KC and the HQMC/MI of such activation by memorandum or message. The message must contain the following data:

1. Unit title and deployment mailing address.
2. DSSN.
3. Anticipated period the DSSN will be active.
4. RUCs of the unit.
5. Name and grade of deployed finance officer.
6. Any other pertinent information.

Subsequent changes of this data will be immediately reported by the servicing finance officer (by naval message) to the DFAS-TSBD/KC and the HQMC/MI as they occur.

- B. Prior to Deployment

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1. The senior commanding officer of a deploying unit or a task-organized unit will coordinate with the finance officer to determine the type of pay support required while deployed. The type of pay support provided for a deploying unit generally determines to what extent, if any, the policy addressed in MCO 7220.44 applies. A deployed unit is considered to be any unit or detachment of a major unit temporarily relocated from their permanent duty station.

2. When a deploying unit will be provided pay support through payment of advance pay and allowances, the policy in MCO 7220.44 is modified to the following extent:

(a) Before deployment, the commanding officer may notify the finance officer of any pay-related event involving large dollar amounts that has been reported but has not posted or is not reflected on a member's current LES (e.g., assignment/termination of quarters, basic allowance for quarters, forfeitures, etc.).

(b) The finance officer will include this data when preparing the advance of pay and allowances.

3. The policy established in MCO 7220.44 does not apply when a deployed unit will be provided pay support by a deployed finance officer. The following procedures apply:

(a) On a specific date prior to deployment, the commanding officer will submit the authenticated first copy of the diary to the deployed finance officer, such date to be determined in writing by the deployed finance officer.

(b) The deployed finance officer will make manual payments based on current diary submissions and other substantiating information.

(c) The commanding officer will discontinue submitting the diary to the finance officer when advised in writing by the finance officer.

(d) Pay support, per MCO 7220.44, will be resumed when the finance officer notifies the commanding officer to cease submission of unit diaries.

4. When deployed units do not have a finance officer, pay support will be provided by the finance officer at the permanent duty station by delivery of regularly scheduled payday checks, the policy established in MCO 7220.44 will apply. While deployed, the commanding officer may authorize a pay adjustment/special payment by message or NAVMC 11116.

5. Units participating in the Unit Deployment Program are subject to the pay policy in MCO 7220.44.

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C. Deactivation of Unit. The servicing finance officer will inform the DFAS-PSMJ/KC and HQMC/MI of the deactivation by memorandum or naval message. The notification will include the unit title and mailing address, DSSN, RUCs of the unit, and date of deactivation.

040112. Payment of Hospitalized Members

A. Hospitalized in CONUS. Members hospitalized in CONUS will be provided pay service by the finance officer that supports the administrative command to which the member is joined. MCO 6320.2 specifies the procedures for administrative support of members hospitalized in CONUS and the commands responsible for providing such support.

B. Hospitalized Outside CONUS (Including Alaska and Hawaii)

1. Authority. A Marine Corps finance officer or any finance officer of the U.S. Armed Forces is authorized to make payments to members not receiving regular pay service and who are hospitalized or in the medical evacuation system outside CONUS.

2. Direct Deposit/Electronic Fund Transfer (DD/EFT). Whether or not a member is participating in the DD/EFT Program will not prohibit making payments under this authority.

3. Amount of Payments. The amount of payments will be determined by the available information (e.g., DD/EFT, split pay, current LES, VIS, etc.). In the absence of any pay data, the amount will not exceed one-half of the lowest rate of pay for the payee's pay grade for the number of days since the member was last paid. Each payee will be interviewed to determine the date of last payment and the amount of payment, if any, desired by the member under this policy.

4. Identification of Payee. Every effort must be made to positively identify the payee. Identification may be from any available service or pay record or an Armed Forces identification card. The finance officer may make payment when positive identification can be made by any other acceptable means.

PART C: PAYMENT OF MEMBER STUDENTS UNDER PCSO'S ATTENDING SCHOOLS CONDUCTED BY OTHER U.S. ARMED FORCES

040113. General. The servicing disbursing/finance office provides pay service to member students under PCSOs who are attending service schools conducted by other U.S. Armed Forces. The responsiveness of this pay service depends upon the Postal Service. Problems may be encountered in the payment of those students who attend courses of short duration.

040114. Policy. Students that attend courses whose length is more than 45 days will receive pay service from the servicing disbursing/finance office. Students that attend courses whose length is 45 days or less or courses that allow for accelerated graduation in 45 days or less will receive pay

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service from the finance and accounting officer or finance officer servicing the installation where the school is located.

040115. Administrative Instructions. Commanding officers, officers in charge, inspector-instructors, Marine Corps representatives, Marine Corps liaison officers, and noncommissioned officers who administer student personnel are directed to comply with the following procedures:

A. Students Attending Courses in Excess of 45-Days Duration and Reservists Assigned to Active Duty in Excess of 30 Days

1. Upon reporting, have each student paid to date by the local finance and accounting officer or disbursing/finance office.

2. The servicing disbursing/finance office will maintain the member's MMPA.

B. Students Attending Courses of 45-Days Duration or Less

1. Ensure that the DSSN of the local finance and accounting office or finance office is promptly reported by diary statement.

2. Coordinate mid-month and end-of-month paydays with the local finance and accounting officer or disbursing/finance office.

3. Arrange for students to be paid travel pay and/or advance pay.

4. Retain and file original LESs, travel vouchers, and other documents substantiating entitlements or checkages of pay.

C. Ensure that the prompt mailing of a copy of the member payrolls to the DFAS-AHR/KC on a daily basis.

PART D: PAYMENTS TO RESERVE MEMBERS ORDERED TO ACTIVE DUTY FOR 30 DAYS OR LESS

040116. General. Any annual training or special payments to reserve members on active duty for 30 days or less, finance officers must notify the MOBCOM Finance Officer, Reserve Pay at DSN 894-3784 or (816) 843-3784. Only the MOBCOM Finance Officer, Reserve Pay is authorized to make special payments.

0402 PAYMENTS ON BEHALF OF MENTALLY INCOMPETENT MEMBERS

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040201. Member Declared Mentally Incompetent

A. Reference. “DoDFMR”, Chapter 33, and the JAG Instruction 5800.7: Manual of the Judge Advocate General.

B. Substantiation. A medical board report or message from the DFAS Cleveland (DFAS-CL) based on a medical board report certifying that a member is mentally incapable of managing their own affairs.

C. Action. Take the following actions upon receipt of the substantiating document:

1. Take no allotment action.

*2. Make no regular payments to the member or in the member's behalf. However, special payments for the purchase of comfort items while hospitalized are authorized, as provided in the JAG Instruction 5800.7. The special payment cannot exceed \$30 per month, and is payable only when the conditions set forth in the JAG Instruction 5800.7 are met. If the payment is to be made and the MMPA has already been released to the DFAS-JMCE/KC, telephonic verification of the status of the member's account is required. Payments made under these circumstances will be vouchered on a daily special MPV.

3. Cancel all uncashed or undeliverable checks and credit them to the member's account.

4. Report a POE to establish and accrue all central status (POE code 00001).

5. Settle any outstanding travel claims.

6. Request that the member's commanding officer change the DSSN to 6102 by diary statement.

*7. Telefax all documents to the DFAS-JMCEC/KC. Telefax number is DSN 465-3129 or (816) 926-3129 under a letter of transmittal.

*D. Supplemental Instructions. Commanding and/or finance officers in receipt of a JAG letter, an approved medical board report, a trustee designation, or other documentation will forward these papers to the DFAS-JMCE/KC.

0403 MEMBERS MISSING, MISSING IN ACTION, INTERNED, ETC

040301. Members Missing (MIS); Missing In Action (MIA); Interned In A Foreign Country (ITD); Captured, Beleaguered, Besieged By A Hostile Force (CPTR); Or Detained In A Foreign Country Against Their Will (DETND)

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- A. Reference. "DoDFMR", Chapter 34.
- B. Substantiation. System exception report.
- C. Action. Take the following actions upon receipt of the unique pay status transaction report (UPSTR) reporting a member MIS, MIA, ITD, CPTR, or DETND:
 - 1. Take no allotment action.
 - 2. Make no further payments in the member's behalf.
 - 3. Cancel all uncashed or undeliverable checks, and credit them to the member's MMPA.
 - 4. Settle any outstanding travel claims.
 - 5. Request that the member's commanding officer change the DSSN to 6102 by diary statement.
 - *6. Forward all documents to the DFAS-JMCE/KC under separate transmittal.

Note. The DFAS-KC will terminate DD/EFT enrollment for members who are MIA, MIS, ITD, CPTR, or DETND upon receipt of a request for cancellation from the HQMC/MHP.

0404 SEPARATION PAYMENTS

PART A: FINAL SETTLEMENT

040401. Separation Payments

- A. Substantiation. Document Tracking Management System (DTMS) generated NAVMC 11060: Separation/Travel Pay Certificate available on the DTMS web site at: <https://dtms.mol.usmc.mil/dtms/logo.htm>

*B. General. Effective October 24, 2005, the Marine Corps Settlement Sheet Program (MCASSP) was incorporated into the DTMS which is now accessed via Marine On-Line (MOL). MCASSP is now known as the Discharge Account Summary (DAS) portion of DTMS. There is an option for generating a DAS, which includes a state calculator, Federal and FICA computations, and a bonus recoupment worksheet. HQMC mandates that all offices use DTMS to forward separation documents to DFAS-JMCC/KC. The separation documents are to be forwarded in DTMS with a certified DAS. The DAS is to be created as a child document of the 11060. For

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members separated under a fraudulent enlistment, refer to Chapter 1, paragraph 010301. The separation documents are to be forwarded in DTMS without a certified DAS. The separation documents for members who are declared mentally incompetent are to be faxed to DFAS-JMCC/KC (refer to paragraph 040201).

C. Commanding Officer's Action*1. Separation at ECC Date

a. Submit the generated DTMS NAVMC 11060: Separation/Travel Pay Certificate, attached with the electronically scan documents listed below, to the finance officer 10 working days prior to the ECC date. If the member has requested a travel advance, the request must be submitted ten working days prior to PTAD/LWAS commencing. The commanding officer must notify the member that MMPA adjustment(s) may be required if information is processed by the MCTFS after their separation.

(1) Endorsed DD 214/DD 215 to include DD214/215 with broken time and prior service from other services. These will be the source documents to properly calculate DISB/SVC and SEPS PAY.

(2) Copy of release from active duty orders to include all ADMIN SEP documentation.

(3) ALL Accession pipeline orders..

(4) Attached RELMS message from CMC authorizing separations payments.

(5) Copy of endorsed orders sending a member home awaiting PEB.

(6) All Initial active duty training and special work (ADSW) orders and modifications to those orders, etc.

b. Report data affecting pay and allowances on the unit diary and ensure proper posting to the MCTFS within five days of the member's ECC. Late reporting of entries may cause a member to be overpaid or underpaid. If an entitlement cannot be reported and posted to the MCTFS within five days of the member's ECC, and the NAVMC 11060 has been submitted to the finance officer; the Commanding Officers should request the original NAVMC 11060 from the finance officer and attached a NAVMC 11116 via DTMS notifying the finance officer of the actual entitlement. This will prevent over/under payments.

c. Submit a generated DTMS NAVMC 11116 with attached NAVMC 11060 to the finance officer if the information previously submitted on the Separation/Travel Pay Certificate has been changed.

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d. Contact the finance officer to ensure the validity for any payments received after the member's separation date. Erroneous payments must be immediately returned to the finance officer for cancellation to prevent overpayment on a separated member.

e. Obtain LSL settlement information from the VIS Remarks Summary Screen to complete the DD 214.

f. Ensure that the member's DD/EFT stops for regular payday payments upon separation/retirement. A member's DD/EFT data (D937 Remark) will remain resident within the MCTFS until a member's record is removed from the MCTFS. A member's final settlement payment is transferred to their D937 Remark. If a member wants his/her final settlement payment to be electronically transferred to an account other than the one reflected on the D937 Remark, the member must provide their servicing finance office with a routing number (RTN) and account number of the financial institution where he/she wants the final settlement payment to be deposited. This information may be provided by attaching an SF 1199A or a voided check to the NAVMC 11060.

2. Separation Prior to Normal ECC Date

(a) If a member is pending an administrative separation and requires a promotion-restriction status, use TTC 053/004 to report PROM RESTR ADMIN SEP PEND 12 MOS (refer to paragraph 040401.C.2 for the finance officer's action).

(b) If a member is pending an administration separation which does not require a promotion-restriction status (e.g., early out for education and Christmas), notify the finance officer (by a NAVMC 11116 or electronic mail) of the recommended or requested separation date on the date the separation request is signed. Direct that: (1) all allotments be stopped; (2) DD/EFT enrollment be terminated (if it is known by the commanding officer that the member will be indebted upon discharge), and (3) start a checkage for the indebtedness amount, to include all outstanding advance pay/allowances, outstanding travel advances (excluding separation travel advances) and Navy and Marine Corps Relief Society (NMCRS) loans, (see Chapter 7, Section 5).

(c) Immediately report the new ECC date by unit diary entry.

(d) The OCONUS command will deliver a copy of the delivering endorsement for members ordered PCS (MCC W95) to the CONUS finance officer 15 days prior to the rotation date. To prevent overpayment upon separation, the CONUS finance officer must be contacted to stop allotments, terminate enrollment in the Direct Deposit Program, and recoup outstanding balances of advance pay and NMCRS loans when applicable (see Chapter 7).

<p>Note. Members requesting to resign or to transfer to the retired list or FMCR will have the effective date entered into the MMPA by the HQMC/MMSR when the resignation, retirement, or transfer to the FMCR is approved. This date will become the ECC date and will not be changed by a reporting unit. The ECC date for members transferring to the retired list or FMCR will not affect allotments. If the ECC date has not been changed</p>
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to the date of resignation by the time separation occurs, allotments must be stopped manually.
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D. Finance Officer's Action

*1. Using the Marine Corps Document Tracking Management System (DTMS), prepare a discharge account summary (DAS). Effective October 1, 2005 DTMS is the only approved method of document delivery for the NAVMC form 11060 between the administrative and finance office, and DFAS-KC. The only exception is for those members declared mentally incompetent, which are to be faxed. DTMS is the repository for documents submitted. The requirements for submitting substantiating vouchers to DFAS-N/KC for record retention is not required.

2. When TTC 053/004 has been reported and processed, the following condition will post to the finance officer's ADF Cycle Report: TTC 0053 YYYYMMDD PROM RESTR ADMIN SEP PEND 12 MOS, ADC-NR ADMIN SEPARATION REQ SUBMITTED. Upon receipt of the ADF, the finance officer must (a) stop all allotments; (b) terminate DD/EFT enrollment; and (c) report a checkage for indebtedness, to include outstanding advance pay/allowances, outstanding travel advances (excluding separation travel advances) and Navy Marine Corps Relief Society (NMCRS) loans (see Chapter 7, Section 5). Compute the amount due through the date of separation. Consider amounts that may be due for LSL, reenlistment bonuses or other separation entitlements (refer to the appropriate paragraphs in this section), and deductions such as bonus recoupments, excess leave, forfeiture of pay, accelerated checkage of indebtedness, etc. Immediately report the required diary entries to prevent overpayments.

Note. If a member is retiring, only terminate those allotments requested by the member.

3. An active duty state tax D607 remark has been created that changes the computation of state income tax withheld (SITW) during a member's month of discharge/separation. State taxes are computed after each end-of-month U&E and the 607 remark displays the prior month's state tax information.

(a) Compute SITW by using the formula rate for basic pay, special pays etc., and a flat percentage rate for one-time credits such as unused leave, disability severance pay, or separation/readjustment pay, etc.

(b) If a member has an alternate SITW rate of zero, there will not be any SITW computed using the formula rate or flat percentage rate.

(c) If a member has an alternate SITW rate greater than zero, then SITW is to be computed using the applicable state formula rate for basic pay, special pays, etc., and the flat percentage rate for one-time entitlements such as unused leave, disability severance pay, or separation/readjustment pay etc.

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(d) The D607 remark displays a field called “month end (YYMM)” and a field called “monthly taxable wage” which displays the monthly tax amount.

4. On the first day of the month in which the member is being discharged (based on the member’s ECC date), MCTFS will automatically set a member's POE code to accrue-all-central. Even though the member's POE code is 00001 on the first day of the month, that does not indicate that the member will not receive any further direct deposit payments. If there is doubt that a payment was made, verify the payment data after any given corresponding U&E by using the MCTFS Option, TUFDD/EFT TRACER INQUIRY. The following examples are provided:

(a) A member is discharged between May 16 and 31, YYYY. The member's POE code will change to 00001 effective May 1, YYYY, however, the member will receive a direct deposit payment for May 15, YYYY.

(b) A member is discharged/separated on May 1, YYYY. The member's POE code will change to 00001 effective April 1, YYYY, however, the member will receive a direct deposit payment for the April 15, YYYY payday and the May 1, YYYY payday.

(c) A member is discharged/separated June 1, YYYY. The member's POE code will change to 00001 effective May 1, YYYY, however, the member will receive a direct deposit payment for the May 15, YYYY payday and the June 1, YYYY payday.

(d) A member is discharged/separated between July 2 and 14, YYYY. The member's POE code will change to 00001 effective July 1, YYYY, however, the member will receive a direct deposit payment for July 1, YYYY payday.

(e) For members who are retiring or transferring to the FMCR, their POE code will remain 12011 until their date of retirement unless the finance officer reports a POE code of 698/009 prior to the member’s ECC/EAS. For example, if a member's retirement date is March 31, YYYY, the member's POE code will change to 00001 effective March 31, YYYY, however, the member will receive a direct deposit payment for the March 15, YYYY, payday and the April 1, YYYY payday. For further information regarding member's who are retiring, or transferring to the FMCR (refer to Chapter 5, Section 4 of this manual).

5. If required terminate DD/EFT, (refer to Chapter 5, Section 4, for instructions).

Note. If there is any doubt as to the termination date of allotments and DD/EFT, or whether a DD/EFT recoupment was completed, the allotment(s) and DD/EFT payment(s) must be deducted from final settlement to prevent an indebtedness to the government.
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6. Report the payment on either the MPV or the MPL using TTC 642. Do not generate a payment for balances less than one dollar (see 58 Comptroller General 374). (Caution: For retirees only, DD/EFT payments continue through the date of transfer to the retired list or the FMCR. Refer to Chapter 5.) TTC 642 may be reported 10 days before the effective date of separation.

7. When a member is being paid for saved leave, TTC 642 should be reported before the drop entry (discharged/separation date) is processed. If this TTC is reported after the drop entry has been processed, the payment will post, however, the finance officer will be required to report TTC 541 (STRT LSL) and TTC 694 (MISC CRED) using the pay codes for saved leave and regular leave balance(s).

TTC 642 (947 Remark)

(1) | (2) | I | (3) . / (4) . | (5)

Enter payment code I for separation payments with LSL

- (1) Enter S (regular) or V (reserve)
- (2) Three-digit pay group
- (3) Three-digit number of days of regular leave
- (4) Three-digit number of days of saved leave
- (5) Eight-digit date of separation

Note. Only payment of accrued leave earned while serving in a designated combat zone (combat leave) is excluded from federal and state tax withholding. The payment does not have to be received by the member during a month in which a member qualified for the exclusion. However, a commissioned officer's nontaxable combat leave may not exceed the officer's remaining unused monthly combat wages attributed to the same periods of service. (Refer to the "DoDFMR", Vol. 7A, Chapter 35, paragraph 350103.)

TTC 642

(1) | (2) | 0 | (3) .

Enter payment code 0 for separation payments with no LSL

- (1) Enter S (regular) or V (reserve)
- (2) Three-digit pay group
- (3) Eight-digit date of separation

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Note. If a member is enrolled in DD/EFT, a separation payment (not an LSL payment) can be made by reporting TTC 699/000 using a one-digit numeric code of zero (0) (refer to paragraph 050305 of this manual).

*8. If the NAVMC 11060 is received after the separation date, report the final POE code immediately upon the audit process of the separation package. When reporting a final POE a member's address is no longer required to be reported when the finance officer determines a member's address on the MCTFS is the same as on the NAVMC 11060. Ensure that the information is posted by auditing the advisory and master error control file (MECF) reports.

9. Report all separation debits and credits on the disbursing diary within five working days of a member's discharge/separation date. Ensure that all entries are posted by auditing the advisory and MECF reports. After a member's drop entry has been reported and processed, a CHEK LV PRD (TTC 557) can be reported to reduce a member's leave balance.

Note. Effective Jan 13, 2006, a MCTFS change was implemented to check 25 percent of the discounted meal rate (DMR) deduction for the last day of active duty. This pertains to those enlisted members assigned ESM and who are being discharged/released from active duty. The finance officer is no longer required to report a MISC CRED (TTC 694) to credit back 75 percent of the DMR for those enlisted members assigned ESM and who are being discharged/released from active duty.

*10. After the discharge date, process any necessary credits, debits, and payments to balance the MMPA. (Balancing the MMPA may mean that a member is indebted. Do not force balance an account to \$0.00 if \$0.00 is not the true balance). This must be completed by the third U&E after the discharge date. The servicing finance officer is the point of contact for all pay inquiries from separated members during the time the separation documentation is being held prior to submission to DFAS-JMCC/KC.

*11. Make all supplemental payments (greater than \$10) and prepare a supplemental discharge account summary reflecting calculations for the supplemental payment. and submit to DFAS-JMCC/KC. If the amount due a member is \$10 or less do not issue a supplemental payment unless specifically requested by the member. Refer to the DoDFMR Vol. 5, Chapter 11, paragraph 110208.

*12. Within the DTMS Application annotate in the remarks section, the amount paid, payroll number and the date of payment. This will provide the administrative unit with feedback regarding the status of the payment. If a member is overpaid at separation, this will be annotated with proper reasons in the remarks section of the DTMS Application.

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*13. When a member is overpaid, the original DAS and the supplemental DAS is to be submitted to DFAS-JMCC/KC, along with a copy of the debt collection letter (See Note below).

14. If the NAVMC 11060 is not received within 10 working days before the separation date, compute and make the final discharge/separation payment within 10 working days upon receipt of the NAVMC 11060.

15. Make travel payments as prescribed by the JFTR, Vol. 1, and MCO P4650.37. If the member is indebted (greater than \$10), upon separation, attempt to apply the discharge travel settlement amounts to the member's debt per "DoDFMR", Vol. 7A, table 50-6, rule 2, note 2, by:

(a) Credit the MMPA (TTC 694/000) using the finance officer's on-line diary system.

(b) Prepare a SF 1080, Public Voucher for Transfers Between Appropriations and/or Funds charging the travel appropriation and crediting the pay appropriation (type code for total entitlement and 2I for the portion applied to the debt).

(c) Pay the difference or assign the voucher as a NONE disbursement.

*Note: Effective Feb 01, 2007, upon separation, the Finance Officer must attempt to collect funds greater than \$10.00 by first sending the member a "debt collection" letter. This letter will serve the purpose of notifying the member of the debt and to inform the member that if payment IN FULL is not received by the Finance Officer within 45 working days (60 working days if mailed to an overseas address), then the case will be forwarded, with a copy of the debt collection letter, to DFAS-JMCC/KC for collection action. If a collection can be deducted from members travel then the Finance Officer must compute settlement as appropriate. All out of service debt received from the member after the collection letter timeframe needs to be returned to member with instructions to submit payments (check or money order payable to DFAS-DE), mailing address is DFAS-DE, PO Box 979048, St. Louis, MO 63197-9000. All inquiries concerning out of service debts need to be addressed to DFAS-Denver, Customer Service Branch (PODC), 6760 E. Irvington Place, Denver, CO 80279-7300. The telephone numbers are (toll free) (800) 962-0648 and fax (303) 676-4555.

*16. For those members who are being separated and are participating in the thrift savings plan (TSP), a member may not have enough money available to make their entire elected TSP percentage amount. If they do not, a deduction or contribution will be made up to the amount available. Taxes will be computed on the actual TSP deduction. Each U&E, TSP is computed taking

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into account the number days in a good pay status and multiplies an elected percentage(s) by the types of pay to determine that month's deduction amount. When there are not enough monies available, a deduction is not made and a LES message is generated.

040402. Zero Balance Audit and Reporting MMPA Adjustments

*A. The NAVMC 11060, the completed discharge account summary (DAS) and all available documentation will be held until the very next LES produced after the final separation payment is available for review to ensure that the MMPA balance shows a zero ending balance. A zero balanced account is defined as having a zero balance dollar amount, (plus or minus \$10), a leave balance of 00.0, all reportable diaries entries have posted to an LES (i.e. Drop entry, Credit Cash Deposits, Smart Cards entries, AAFESS checkages) and all federal and state wages and taxes do not reflect negative dollar amounts.

B. If the MMPA balance does not have a proper zero balance, the finance officer is responsible for making the appropriate adjustments until the account is either zero balanced, or no further action can be taken to zero balance the account (i.e. bonafide debt). The finance officer will continue to maintain the separation package while taking corrective action.

*C. Upon receipt of the LES reflecting that the account is zero balanced or in the case of a debt when no further corrective action can be taken, the finance officer will forward the separation package to DFAS-JMCC/KC, as instructed in paragraph F. Upon submission to DFAS-JMCC/KC, the responsibility for maintaining the members account will shift to DFAS-JMCC/KC. The discharge package may be returned to the finance officer for correction of errors that should have been resolved prior to submission to DFAS-JMCC/KC. No adjustments will be reported without prior notification to DFAS-JMCC/KC.

*D. If a member is overpaid upon separation, the same procedures listed above are to be followed. Notify the travel section the member is overpaid. The travel section will attempt to collect monies due from the travel claim. If monies can be collected, apply the collection to the pay account and make the appropriate changes to the discharge account summary. When the finance officer can not take further action, ensure the MMPA and the DAS have the same ending balance and forward the NAVMC 11060, accompanied by a certified DAS, with the required documentation, to DFAS-JMCC/KC via DTMS as instructed in paragraph 040401.D.

E. If monies cannot be collected from the travel claim, forward the NAVMC 11060 and required documents, as instructed in paragraph F.

*F. Forward the NAVMC 11060, the completed DAS, and all available documentation to the DFAS-JMCC/KC via DTMS within 60 days after the separation/retirement date, or date of receipt of the NAVMC 11060 (whichever occurs later), or upon receipt of the LES which shows a

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correct MMPA ending balance referred to as the zero balance LES. Exceptions to the 60-day rule only apply if the finance officer is still reporting adjustments to balance a member's MMPA. Exceptions require a LES to be produced for each month following a separation/retirement which will clearly show that the finance officer is making an effort to zero-balance a member's account. If the commanding officer has not reported the required drop entry, the finance office must return the 11060 to the commanding officers to report this entry ASAP.

*G. If a TTC 512 (CRED CAN CHECK) transaction is processed after the NAVMC 11060 and DAS have been forwarded to the DFAS-JMCC/KC. Notify the DFAS-JMCC/KC of the check cancellation.

H. Fraudulent enlistment cases are to be processed as directed in Chapter 1, paragraph 010301. Fraudulent enlistments are to be forwarded in DTMS without a DAS. DTMS will recognize that the separation code is for a fraudulent enlistment and allow the NAVMC 11060 to be forwarded without a certified DAS.

*Note. Except for canceling checks, do not take any further action on a member's MMPA after the NAVMC 11060 and discharge account summary sheet have been forwarded to the DFAS-JMCC/KC. Any supplemental action required will be coordinated with the DFAS-JMCC/KC.

*040403. Submitting Discharge Packages to DFAS-JMCC/KC Processed Through the Document Tracking Management System (DTMS)

*A. Upon completion of the zero-balance audit, immediately electronically forward the record to DFAS-PMMC/KC for further processing by certifying the record as being zero balanced within DTMS. Refer to paragraph 040402. A for a definition of a zero balanced account. Upon submission to DFAS-JMCC/KC, the responsibility for maintaining the members account will shift to DFAS-JMCC/KC. A discharge package may be returned to the finance officer for correction of errors that should have been resolved prior to submission to DFAS-JMCC/KC. Effective October 1, 2004, DTMS is the only approved method of document delivery for the NAVMC forms 11060 and 11116 between the administrative and finance office, and DFAS-KC. The requirements for submitting substantiating vouchers to DFAS-N/KC for record retention is not required.

*B. When a discharge/separation package (NAVMC 11060 and certified DAS) is processed through the DTMS, electronically scan and attach documents (in PDF format) in the following order to the DTMS 11060 record prior to forwarding to DFAS-JMCC/KC.

1. LESs covering the period of discharge account summary including the discharge LES and any other LES that have adjustments posted.

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2. Endorsed DD 214/DD 215.
3. Copy of release from active duty orders to include all ADMIN SEP documentations.
4. All Accession pipeline orders.
5. Any documents that substantiate the information contained on the discharge account summary (DAS) sheet and the subsequent payment that was made (e.g., unit diary transaction from CMC authorizing separation pay/disability severance pay, RELMS message from CMC authorizing separation pay, copy of endorsed orders sending a member home awaiting PEB, initial active duty training and active duty special work (ADSW) orders and all modifications to those orders, etc.).
6. A copy of the debt collection letter, if applicable.
7. Bonus recoupment computation sheet for all enlistment bonuses, SRBs and CRBs.

C. Retaining Separation Packages Processed Through the Document Tracking Management System (DTMS). Once the DTMS separation packages have been certified and forwarded to DFAS-JMCC/KC, hard copy documents may be discarded. Separation packages are electronically retained in DTMS for 6 years 3 months.

*040404. Processing Void Or Voidable (Fraudulent) Enlistments.

- A. Reference. "DoDFMR", Vol. 7A, Chapter 1, table 1-15.
- B. Substantiation. Fraud Determination Orders, Document Tracking Management System (DTMS) generated NAVMC 11060: Separation/Travel Pay Certificate available on the DTMS web site at: <https://dtms.mol.usmc.mil/dtms/logo.htm>, SMART Card Incident Report for Recruit Members and the MMPA .
- C. General. The day prior to the effective date a member is determined a fraudulent enlistment, they are not entitled to pay and allowances. A SMART Card Balance (for a recruit member) and payment of LSL is not authorized.
- D. Action. MMPA computations and allotments will terminate the day prior to the effective date when a fraudulent enlistment transaction is reported. Take the following actions:

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1. Commanding Officer's Action

(a) Report a new date for the ECC that reflects the actual date of discharge.

(b) Report TTC 355 (FRDENL ESTAB ED). (Refer to the MCTFS PRIUM paragraph 70308).

(c) Using DTMS, forward the NAVMC 11060, copy of release from active duty orders, SMART Card Incident Report for a recruit member and accession pipeline orders, (only if leave was not settled) to the finance office.

2. Finance Officer's Action

(a) When reviewing the documentation, validate the effective date of the fraudulent enlistment and verify when the member was last paid. This date is important because if the member was paid after the effective date, there may be a requirement to report tax adjustments. (Refer to the examples provided in paragraph 2).

(b) Determine if the member is a reserve or active duty member by verifying the D600 Remark and report the corresponding pay entitlement codes. Take the necessary action to zero balance the members account (reporting miscellaneous checkages and credits), tax adjustments (FITW/SITW) if applicable and issue a W-2 or W-2C when necessary. Do not issue any payments.

(c) For a recruit, ensure the SMART Card cash deposit balance has posted to the member's MMPA prior to zero balancing

(d) Once all information has posted to the member's MMPA, the account has been zero balanced, and the final LES has been received, forward the NAVMC 11060 and the certified DAS via DTMS to the DFAS-JMCC/KC.

3. Consider the following examples when determining the proper adjustments to report.

(a) Situation 1. Same Calendar Year Adjustments and a W-2 is Not Required to be Issued. Private Lowe was determined a fraudulent enlistment effective September 1, 2006, and was not issued any payments. Member's drop entry (TTC 378) was reported September 3, 2006. View the member's D600 Remark and LES and take the following action.

(1) If applicable, ensure the member's SMART Card cash deposit balance has posted to the member's MMPA and report a checkage using the applicable pay code.

(2) Ensure leave account is zero balanced.

(3) Ensure Pay Code is 0004.

(4) Report the necessary checkages and credits using the applicable pay codes to zero balance the member's pay account.

(5) Since member was never paid, ensure all monthly and yearly deductions of wages and taxes for FITW, SITW, Social Security and MEDICARE reflect zeros. If necessary, report TTC 619/001 and 619/004 to zero balance these fields. (Refer to Chapter 7, paragraph 070102).

(b) Situation 2. Member Was Issued a Payment After a Fraudulent Enlistment Was Determined. PFC Smith was determined a fraudulent enlistment effective December 26, 2006, and his drop entry was reported on January 4, 2007. A December 31, 2006 payment was issued and cancelled. View the member's D600 Remark and LES and take the following action.

(1) If applicable, ensure the member's SMART Card cash deposit balance has posted to the member's MMPA and report a checkage using the applicable pay code.

(2) Ensure leave account is zero balanced.

(3) Ensure Pay Code is 0004.

(4) Report the necessary checkages and credits using the applicable pay codes to zero balance the member's pay account.

(5) Since member was paid a December 31, 2006, payment and the drop entry (TTC 378) was not reported until January 4, 2007, the members 2007 negative monthly and yearly wages and taxes for FITW, SITW, Social Security and MEDICARE will need to reflect zeros. Report TTC 619/001 and 619/004 to zero balance these fields. (Refer to Chapter 7, paragraph 070102).

(6) The member's December 2006 yearly wages and taxes for FITW, SITW, Social Security and MEDICARE will need to be reduced and adjusted for the period December 16 – 30 (15 days). Report TTC 619/002 and 619/005. (Refer to Chapter 7, paragraph 070102). Since the member's yearly wages and taxes were reduced for the period December 16 – 30 (15 days), a W-2C will need to be issued.

(c) Situation 3. Member Was Issued a Payment After a Fraudulent Enlistment Was Determined. PFC Pete was determined a fraudulent enlistment effective December 23,

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2006, and his drop entry was reported January 5, 2007. A December 31, 2006 payment was issued and it was not cancelled. View the member's D600 Remark and LES and take the following action.

(1) If applicable, ensure the member's SMART Card cash deposit balance has posted to the member's MMPA and report a checkage using the applicable pay code.

(2) Ensure leave account is zero balanced.

(3) Ensure Pay Code is 0004.

(4) Report the necessary checkages and credits using the applicable pay codes to zero balance the member's pay account.

(5) Since member was paid a December 31, 2006, payment and the drop entry (TTC 378) was not reported until January 5, 2007, the members 2007 negative monthly and yearly wages and taxes for FITW, SITW, Social Security and MEDICARE will need to reflect zeros. Report TTC 619/001 and 619/004 to zero balance these fields. (Refer to Chapter 7, paragraph 070102).

(6) Since member received payments for December 1st and 15th, 2006 (30 days), adjustments to the members 2006 wages and taxes for FITW, SITW, Social Security and MEDICARE **will not** be required.

040405. Out Of Service Debt Collection. All out of service debts are collected by the DFAS-DE. The Finance Office will forward all the required paperwork concerning the indebtedness to DFAS-JMCC/KC for collection action after member was notified and payment was not paid in full. DFAS-JMCC/KC will forward all Out Of Service Debt to DFAS-DE. All inquiries concerning out of service debts need to be addressed to DFAS-Denver, Customer Service Branch (PODC), 6760 E. Irvington Place, Denver, CO 80279-7300. Telephone numbers are (toll free) (800) 962-0648 and fax (303) 676-4555. Debtors are to submit payments (check or money order payable to DFAS-DE), mailing address is DFAS-DE, PO Box 979048, St. Louis, MO 63197-9000. Debtors with accounts at a private collection agency need to deal directly with that agency to liquidate their debt.

PART B: MISCELLANEOUS SEPARATION ENTITLEMENTS

040406. LSL Payments

A. Reference. "DoDFMR", Vol. 7A, Chapter 35.

B. Substantiation. NAVMC 11116 or a copy of the SRB Precomputation Screen.

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C. Action1. Commanding Officera. Member Reenlists And Is Entitled To A Selective ReenlistmentBonus. See Chapter 1.

b. Member Reenlists With No Bonus Entitlement. Forward a certified copy of the SRB precomputation screen with the member's signed leave election.

2. Finance Officer

a. Pay (to the half-day) the number of days of leave determined to be due. Do not include leave restored in excess of 60 days (Chapter 1 refers).

b. Report the entitlement using the MPV or the MPL statements (TTC 642) for members being separated and for those remaining on active duty and request a special payment. When a member is being paid for saved leave, TTC 642 must be reported before the drop entry (discharged/separation date) is processed. When this TTC is reported after the drop entry has been processed, the payment will post, however, the finance officer will be required to report TTC 541 (STRT LSL) and TTC 694 (MISC CRED) using the pay codes for saved leave and regular leave balance(s).

TTC 642

(1)	(2)	I	(3)	.	/	(4)	.	(5)
Enter payment code I								
(1) Enter S (regular) or V (reserve)								
(2) Three-digit pay group								
(3) Three-digit number of days of regular leave								
(4) Three-digit number of days of saved leave								
(5) Eight-digit date of separation								

c. Report the entitlement using TTC 506/000 for the following situations: (When reporting saved leave and a member is entitled to BAH Type II at the "with dependent rate", report TTC 642. When reporting saved leave and a member is entitled to BAH Type II at the "without dependent rate," report TTC 506/000).

(1) Members who are remaining on active duty and whose commanding officer has not requested a special payment via the NAVMC 11116 or the SRB Precomputation Screen. Payment will be included in a subsequent regular payment.

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(2) For members who are separated/discharged, this transaction will generate an LSL payment to their EFT account (937 Remark). This does not include delete/add transactions or corrections. If financial institution information has not been established in the member's 937 Remark, an EFT payment for LSL will not be generated if "Yes (Y)" is reported. An EFT payment will not be generated if a member has a garnishment established. LSL EFT payments are displayed on the EFT Tracer File for 45 days after payments have been made. Special separation payments are required to be prepared prior to reporting TTC 506/000.

Note 1: Members must have an active DD/EFT account before a payment is made to a financial institution.

Note 2: Timely reporting of LSL is required. If a new "leave account begin date" has been established in the MCTFS due to a reenlistment or extension, TTC 506/000 cannot be reported. The entry will fail. TTC 642 must be reported.

TTC/SEQ 506/000

CRED|LSL- (1) . (2) DA REG (3) . (4) DA SAVED (5) | (6)

- (1) Number of whole days RLB due
- (2) Number of FRAC days RLB due
- (3) Number of whole days SLB due
- (4) Number of FRAC days SLB due
- (5) EFT payment Y or N
- (6) Eight-digit separation date (YYYYMMDD)

NOTE: When TTC 506/000 is reported and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001, and payroll numbers between 026-100 D809 Remark). If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

*d. Payment of Combat Leave Balance (CLB). Only payment of accrued leave earned while serving in a designated combat zone (combat leave) is excluded from federal and state tax withholding. The payment does not have to be received by the member during a month in which a member qualified for the exclusion though. However, a commissioned officer's nontaxable combat leave may not exceed the officer's remaining unused monthly combat wages attributed to the same periods of service (refer to the "DoDFMR", Vol. A, Chapter 35, paragraph 350103).

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e. Career Lump-Sum-Leave Paid Account. Payments of LSL should update the member's career LSL paid account. In the event that the account is not updated, report the following:

TTC/SEQ 541/000

STRT|LSL- (1) . DAS | (2) .

- (1) Number of total days career LSL paid (e.g., previously paid 20.0 on 19960201 and 15.0 on 20020201, report 35.0)
- (2) Eight-digit effective date of the last time the member sold LSL.

D. Restriction. Members remaining on active duty may not be paid for any leave elected to be carried over to a new enlistment on the day after the date of discharge. Payment may be for any leave elected not to be carried over to the new enlistment, subject to career LSL settlement limitations.

Note. Accrued leave is forfeited for members who enlisted or who are commissioned on or after 19 October 1984 (including prior service members with breaks in service of 93 or more consecutive days) and who are involuntarily discharged prior to completing six months of active duty if the basis for discharge is unsatisfactory performance or misconduct for one of the reasons contained in the "DoDFMR", paragraph 350101.E. In these cases, commanding officers will enter the following statement in the "OTHER", part VI, of the Separation/Travel Pay Certificate. "Member is not entitled to payment of accrued leave per the "DoDFMR", paragraph 350101.E." (Include the applicable subparagraph from the "DoDFMR", 350101.E.)

040407. Payment of Accrued Unused Leave in Excess of 60 Days (Reserve Member)

- A. Reference. "DoDFMR", Vol 7A, Chapter 35, paragraph 350101.A.3.B.
- B. Substantiation. NAVMC 11060: Separation/Travel Pay Certificate and DD Form 214/DD Form 215.
- C. Background. Beginning on or after October 1, 2001, the payment of accrued unused leave in excess of 60 days is authorized for members of the reserve component who are on active duty for at least 31 days, but not more than 365 days (unless the period of active duty is in support of a contingency operation). The period of active duty must begin on or after October 1, 2001,

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for a reserve service member to qualify for payment of accrued leave in excess of 60 days. If two sets of orders are written without a break in continuous active service, and both set of orders have a finite ending period established (not modifications), a reserve service member would be authorized payment of accrued leave in excess of 60 days on both set of orders when each set of orders is between 31 and not in excess of 365 days. The following is provided:

Example: A service member is issued two separate Active Duty Special Work Orders (ADSW). The first set of orders is for a period of active duty from November 11, 2001, to July 8, 2002, (240 days). The second set of orders is for a period of active duty from July 9, 2002, to November 30, 2002, (145 days). Although there was not a break in continuous active service, there is clearly two separate set of orders issued. The member is entitled to payment of accrued unused leave in excess of 60 days for each period of active duty.

D. NAVMC 11060. When there is at least a one-day break in service and the service member elects payment of accrued unused leave, a NAVMC 11060 is to be forwarded to the servicing finance officer for payment of LSL. When there is not a one-day break in service, a NAVMC 11060 does not have to be submitted for payment of LSL. The supporting documentation for a LSL payment, when a NAVMC 11060 is not required, is the SRB Precomputation Screen. As a source document, the SRB Precomputation Screen is consistent with the current practice for paying LSL to active duty enlisted members upon reenlistment or the execution of a first extension. To allow for the payment and reporting of career LSL in excess of 60 days, CRED LSL (TTC 506/000), STRT LSL (541/000) and Special Payment for LSL (TTC 642) have been modified to except more than 60 days.

E. Election to Carry Leave Forward. If a Reserve member is separated with immediate reentry on active duty (returned to active duty the next day), they are authorized to carry forward unused leave to their next period of active duty. When there is no immediate reentry on active duty, the member must sell back their leave.

For example, if a reserve member's career LSL is 60 days and, during the recent period of active duty the member earns 10 days' leave. If the member is separated with immediate reentry on active duty, the next day, the member can elect to carry forward the 10 days of unused leave. A member does not have to elect payment since MCTFS edits are designed to reestablish a member's leave balance to 0.0 upon accession/reaccession to active duty. Those reserve members that desire to have their unused leave carried forward to the next period of active duty should have the following statement annotated in their OQR/SRB: "As authorized in the "DoDFMR", Vol. 7A, paragraph 350101.A.D, SNO/SNM elects to carry forward XXX days RLB/CLB from the period of active duty YYYYMMDD to YYYYMMDD to their next period of active duty." This information should also be resident on the NAVMC 11060 that is submitted to the servicing finance officer (if there was a break of at least one day between active duty periods). When the member returns to active duty, the leave balance will be set at 0.0. The commanding officer is required to forward a NAVMC 11116 to the servicing finance

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office requesting that the member's leave balance be reestablished to reflect the leave that the member elected to have carried forward from their previous period of active duty.

040408. Separation Pay

A. Reference. "DoDFMR", Vol. 7A, Chapter 35.

B. Substantiation. NAVMC 11060: Separation/Travel Pay Certificate, CMC Message (unit diary entry) or Commanding General Letter authorizing the payment level, copy of page 11 entry for officers or DD Form 4 for enlisted showing 3 years reserve agreement for members qualified to serve in the ready reserve (full separation pay only), and DD Form 214/DD Form 215.

C. Action. Upon receipt of the substantiating documents, compute and pay the amount of separation pay due.

1. Report the entitlement using TTC 535/000. Report code 1 for full payments. Report code 2 for half payments.

TTC/SEQ 535/000

CRED|SEP PAY- ((1)) -\$ (2) . | (3)
 (1) 1 or 2 (type 1= Full payment and type 2 = one-half payment)
 (2) Dollar amount
 (3) Eight-digit separation date

Note. When a member is being paid Separation pay (full or half) and CZTE applies during the same month, report the entitlement to Separation pay using a MISC CRED (TTC 694/000) with a tax code of 4.

2. Endorse the DD Form 214 in the remarks block to show (if there is not sufficient space on the DD Form 214, request a DD Form 215):

Paid separation pay \$_____ on _____. Computed: (Show computation)
 Finance Officer, by: _____(name)_____ DSSN: _____

3. Return the DD Form 214/215 to the commanding officer.

040409. Readjustment/Severance Pay

A. Reference. "DoDFMR", Vol. 7A, Chapter 35.

B. Substantiation. NAVMC 11060: Separation/Travel Pay Certificate and DD Form 214.

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C. Action. Upon receipt of the substantiating documents, compute and pay the amount of severance or readjustment pay due.

1. Report severance pay using TTC 576/000. Report readjustment pay using TTC 572/000.

TTC/SEQ 576/000

CRED|SEVRNC PAY-\$ (1) . | (2)

(1) Dollar amount

(2) Eight-digit date of entitlement

TTC/SEQ 572/000

CRED|READJ PAY-\$ (1) . | (2)

(1) Dollar amount

(2) Eight-digit date of entitlement

2. Endorse the DD Form 214 in the remarks block to show (if there is not sufficient space on the DD Form 214, request a DD Form 215):

Paid readjustment/severance pay \$_____ on _____. Computed: (Show computation)

Finance Officer, by: _____(name)_____ DSSN: _____

3. Return the DD Form 214/215 to the commanding officer.

040410. Disability Severance Pay

A. Reference. "DoDFMR", Vol. 7A, Chapter 35.

B. Substantiation. NAVMC 11060: Separation/Travel Pay Certificate, CMC unit diary entry authorizing the payment percentage level (0 to 20 percent), injury type unit diary entry (combat injury if applicable) and DD Form 214/215.

C. Action. Upon receipt of the substantiating documents, compute the amount of disability severance pay due. To determine if a member's disability severance pay is nontaxable, verify the member's RT03 screen in MCTFS (upper right hand corner) for a "Y" designating that a combat disability has been reported by CMC as nontaxable. The amount of disability severance pay is taxable if the RT03 is blank.

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1. Example of Computation. A SSgt (E-6) has 11 years, 4 months and 9 days of active service and 76 inactive duty training periods (points) on the date of separation for physical disability. Compute the entitlement as follows: (refer to the chart provided in Chapter 1, paragraph 010411.G, for the decimal conversion for days and months)

11 years, 4 months, 9 days = 11.3583 years

(11 years = 11, 4 months = 0.33333333, 9 days divided by 360 = 0.25000000 = 11.3583).

76 points divided 360 = .2111 years

Total Service = 11.5694

Since .5694 is greater than .5, round the total to 12 years. The 12 years x 2 months of basic pay for an E-6 over 12 = the amount of the disability severance pay.

2. Report the entitlement using TTC 526.

TTC/SEQ 526/◆

CRED|DSABLT SEVRNC-\$ (1) . (◆) | (2)

(1) Dollar amount

(2) Eight-digit separation date

◆For active duty members, sequence 000=tax code "4"; 001=tax code "5". For reserve members on active duty sequence 002=tax code "4", sequence 003=tax code "5".

3. Endorse the DD Form 214 in the remarks block to show (if there is not sufficient space on the DD Form 214, request a DD Form 215):

Paid disability/severance pay \$___ on ___. Computed: (Show computation)

Finance Officer, by:_____(name)_____ DSSN: _____

4. Return the DD Form 214/215 to the commanding officer.

040411. Contract Cancellation Pay

A. Reference. "DoDFMR", Vol. 7A, Chapter 35.

B. Substantiation. NAVMC 11060: Separation/Travel Pay Certificate and DD Form 214.

C. Action. Upon receipt of the substantiating documents, compute and pay the amount of contract cancellation pay due.

1. Report the entitlement using TTC 516/000.

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TTC/SEQ 516/000

CRED|CONTRACT CAN PAY-\$ (1) .__ | (2)

(1) Dollar amount

(2) Eight-digit date of payment

2. Endorse the DD Form 214 in the remarks block to show (if there is not sufficient space on the DD Form 214, request a DD Form 215):

Paid contract cancellation pay \$__ on __. Computed: (Show computation)

Finance Officer, by:__(name)_____ DSSN: _____

3. Return the DD Form 214/215 to the commanding officer.

040412. Discharge Gratuity

A. Reference. "DoDFMR", Vol. 7A, Chapter 35, and table 35-11.

B. Substantiation. NAVMC 11060: Separation/Travel Pay Certificate (available by entering "NAVMC 11060" in the search field on the internet at:
<http://www.hqmc.usmc.mil/ar/mcefs.nsf/welcome?opennavigator>).

C. Action. Upon receipt of the substantiating documents, compute and pay the amount of discharge gratuity pay due. Report the entitlement using TTC 524/000.

TTC/SEQ 524/000

CRED|DISCH GRAT-\$ (1) .__ | (2)

(1) Dollar amount

(2) Eight-digit separation date

040413. Voluntary Health Insurance Program

A. Reference. MCO P1760.8, Civil Readjustment Manual.

B. Substantiation. Enrollment form.

C. When the member elects to have the premiums deducted from the final pay due, the insurance enrollment form must be submitted to the finance officer with the Separation/Travel Pay Certificate. If the insurance form is not received with the NAVMC 11060, the finance officer will return

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the form to the commanding officer and the member must make direct remittance to the insurance company to obtain coverage.

D. Upon receipt of the Separation/Travel Pay Certificate and the enrollment form, the finance officer will compute the member's final settlement.

1. If the member has enough pay due, deduct the premium amount and report the collection of the diary using TTC 533.

TTC/SEQ 533/000

CHEK| INS- (1) \$ (2) | (3)

(1) "H" for health insurance premium (HCC)

(2) Amount

(3) Eight-digit date of payment

2. If the member does not have enough pay due to offset the premium amount, return the enrollment form to the commanding officer with the following note attached:

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" (Date)

Insufficient pay due to make payroll deduction. The member must make payment directly to the insurance company if coverage is desired."

E. MCO P1760.8 contains the procedures for remitting the pay account deductions to the insurance company.

040414. Voluntary Separation Incentive (VSI). Canceled in FY95 by ALMAR 303/94, DTG 050800Z Oct 94.

040415. Special Separation Benefit (SSB). Canceled in FY95 by ALMAR 303/94, DTG 050800Z Oct 94.

040416. Collection of Indebtedness to AAFES, NEXCARD, and Uniform Support Center for Active Duty Members Upon Separation. (Deleted by October 20, 2000 change.)

0405 PAYMENTS ON BEHALF OF DECEASED MEMBERS

PART A: DEATH GRATUITY

040501. Death Gratuity

A. Reference. Public Law 109-163, dated January 6, 2006. Office of The Under Secretary of Defense Memorandum dated June 29, 2005. (Public Law 109-13), "DoDFMR", Vol. 7A, Chapter 36, and table 44-1 note 11. (Also refer to paragraphs 3409 and 560605A.)

Note. When a member, who has been transferred to the retired list (PDRL, TDRL, FMCR, etc.), dies (even if it is the day after the transfer), the DFAS Cleveland (DFAS-CL), Retired Pay Operations, will make the gratuity payment authorized by the Veterans' Administration.

B. Substantiation. DD Form 397: Claim Certification and Voucher for Death Gratuity Payment and a Electronic Funds Transfer (EFT) Account Information Sheet.

C. General. Public Law 109-163, date January 6, 2006, SEC 644, Enhanced Death Benefits, increased the payment of Death Gratuity for all deaths (combat and non-combat) to \$100,000.00 retroactive to October 7, 2001, and the full amount is tax exempt. **DFAS-KC will issue all \$100,000 death gratuity payments.** Finance officers **are not authorized** to issue any supplemental retroactive death gratuity payments for the period October 7, 2001 through January 5, 2006. DFAS-KC (with coordination HQMC Casualty Section (MRC)) will issue all retroactive supplemental death gratuity payments for this period.

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D. Action

1. Finance Officer. When necessary, provide assistance to the Casualty Assistance officer. Finance officers are not authorized to issue any death gratuity payments.

*2. Casualty Assistance Officer. Is responsible for ensuring a completed DD Form 397 and the Electronic Funds Transfer (EFT) Account Information Sheet is forwarded to HQMC Casualty Section (MRC). HQMC MRC will forward the required documentation to DFAS-JMC/KC for payment.

*3. DFAS JMC/KC Action. Upon receipt of the required documentation, make payment to the designated beneficiary(s).

PART B: SETTLING A DECEASED MEMBER'S ACCOUNT

040502. Unpaid Pay And Allowances and Unsettled PCS/TDY Travel Claims

A. References. "DoDFMR", Vol. 7A, Chapter 36, paragraph 3602, Vol. 9, paragraph 080505-A, and MCO P4650.37, figure 10-3-9 for active duty members and paragraph 60212-2 for reservists.

B. Substantiation. Death message.

C. Commanding Officer's Action. A completed travel voucher (DD Form 1351-2) with the statement "MEMBER DECEASED" in the signature block is to be submitted to the servicing finance travel office with all supporting documentation. Supporting documentation includes all orders and endorsements, receipts, and a copy of the Report of Casualty (DD Form 1300). The servicing finance travel office responsible for deceased member's travel and pay and allowances is also responsible for the liquidation of unsettled travel claims. For members who were enroute to a new PDS, the servicing finance office at the new PDS is responsible for the settlement of the travel claim(s). Final dependent travel of the deceased member and burial site travel are to be settled by the disbursing/finance officer that supports the Casualty Assistance Officer (CAO).

D. Finance Officer's Action

1. Upon receipt of the death message, do not take any allotment action.

2. Issue a Treasury check in the name of the commanding officer for monies in excess of \$3.00 found in the member's personal effects.

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*3. TDY Claims. If the member was enroute to/from a TDY site, the member is entitled to travel and transportation to the place of death, not to exceed the official distance between the PDS and the TDY site. Per diem is payable through 2400 on the date of death, whether or not the member was traveling to/from the TDY site or at the TDY site. When a member is in a TDY leave status on the day of death, leave is not to be charged for that day. The leave is stopped on the day prior to the day of death. The leave is shown on the DD Form 1351-2 but is not to be reported into the MCTFS. Any payments/charges that occur for taking leave is to be computed by DFAS-JMCE/KC.

4. PCS Travel Claims. If a member was enroute to/from the new PDS, the deceased member is entitled to travel and transportation allowances, to include per diem through 2400 on the date of death. These allowances are payable to the place of death, not to exceed the official distance between the old PDS and the new PDS. When the member is in a PCS leave status on the day of death, leave is not to be charged for that day. The elapsed time is to be computed on the DD Form 1351-2, but it is not to be reported into the MCTFS. Any payments/charges that occur for taking leave is to be computed and paid by DFAS-JMCE/KC.

5. IATS Reporting. The travel claim(s) must be settled and vouchers issued through IADTS in order to charge all lines of accounting and to liquidate any outstanding travel advances. If the member died enroute, a precomputed amount may need to be used, but the claim must still have a voucher issued through IATS. Travel entitlements must be charged to the appropriate line(s) of accounting (the MPA appropriation with a "2D" credit). If the settlement of the claim results in a debt, use the MPA "2I" line of accounting to zero out the voucher and then certify the diary as normal.

*6. Travel Final Settlement Voucher. Do not make payment for entitlements or the collection of a debt. To insure payments are made timely to a member's beneficiary(s) by DFAS-JMCE/KC, the finance officer must transfer the Travel Appropriation for all monies due into the Pay and Allowance Appropriation. Telefax a copy of the final settlement voucher, to include the lines of appropriation, elapsed time and any leave information, travel orders, and the DD Form 1300, to DFAS-JMCE-KC. The telefax number is DSN 465-8944 or (816) 926-8944. If you have any questions or concerns, contact DFAS-JMCE at DSN 465-7148 or (816) 926-7148.

*7. Final Settlement of Pay and Allowances. The finance officer must ensure that all pay related transactions are promptly reported into the deceased member's MMPA. DFAS-JMCE/KC will make payment to a member's beneficiary(s). The administrative unit must ensure a death message is provided to HQMC/MRC (Casualty Branch). HQMC/MRC will forward the required documents to DFAS-JMCE/KC so that payment can be made to the member's beneficiary(s). If the finance officer receives a NAVMC 11060 from an administrative unit for a deceased member, do not process the NAVMC 11060. Return it to the administrative unit stating no action taken.

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*8. Final Settlement of Pay and Allowances Member Transferred to the Retired List. Compute and process the case of a member who has been transferred to the retired list (PDRL, TDRL, FMCR, etc.) but dies before their final settlement is completed like a regular discharge/separation (refer to paragraph 040401). However, do not make payment. To ensure payments are made timely to the member's beneficiary(s) by DFAS-JMCE/KC, complete a required advance Discharge Account Summary (DAS) to send to HQMC/MRC (Casualty Branch). HQMC/MRC will forward the information to DFAS-JMCE/KC so payment can be made to the member's beneficiary(s).

0406 CLAIMS FOR PAY

040601. Claims For Pay (Arrears in Pay)

A. Reference. DFAS-CL (NAVSO P) 1000.2-M, Accounting Classification, paragraph 022083-5 and the NAVCOMPT Instructions 7040.37B.

B. Substantiation. DD Form 827: Application for Arrears in Pay (available on the internet at : <http://www.dior.whs.mil/ICDHOMe/formsrpt/ddall.htm>.)

C. General. Pay and allowances due a member are normally paid on a current basis. Payments of this type are chargeable to the appropriation current at the time the pay was earned. Subsequent adjustments to the appropriation data which was current at the time pay was earned must therefore be made when existing payment procedures preclude the proper citation of appropriation data. When the member is still on active duty, the finance officers is to make payment for back pay and allowances chargeable to the current and previous five fiscal years.

D. Types of Claims. Occasionally, it may be necessary for a member to file a claim for arrears in pay believed to be due after the expiration of the five fiscal years. The member must submit a claim and all pertinent supporting documents available.

E. Separations. Pay believed to be due if separated or if separation will occur before entitlement can be properly established.

F. Documents Lost or Missing. Pay believed to be due from a current appropriation but for which the records required to establish entitlement are missing.

G. Out of Service Claims. When an off-line payment is necessary, claims must be submitted in writing from former members whose pay record is no longer accessible on the MCTFS. The claims are to be sent to the DFAS-POCC/DE, 6760 E. Irvington Place, Denver, CO 80279-7300 (telephone numbers: DSN 926-7053, (303) 676-7053 , or telefax (303) 676-7052).

*040602. Submission Of Claims. A DD Form 827: Application for Arrears in Pay may be used for submitting claims for active duty members. When the finance officer is not authorized to

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make payment due to lapsed appropriation (more than the current and previous five years), forward the claim to DFAS-JMCE/KC for settlement. The finance officer will endorse and state the reason the claim is being forwarded, provide a finance office point of contact, and a commercial and DSN phone number, if applicable. The DFAS-JMCE/KC will enter the credit to the members MMPA if the claimant is on active duty. A check will be prepared and mailed directly to the claimant if they are no longer on active duty. Refer to the NAVCOMP Instructions 7040.37B.

*040603. Claims Settled By Defense Office of Hearing and Appeals (DOHA)

A. Types of Claims Settled

1. Claims which involve certain interpretations of law or fact.
2. Claims resubmitted for items denied in previous claims.

*3. Claims forwarded to DOHA by the DFAS-JMCE/KC or the DFAS-POCC/DE.

*B. Finality of Settlement. A claimant who accepts and cashes a check from the finance officer in payment of a claim loses the right to resurrect any portion of the original claim. If the claimant is not satisfied with the settlement, the check should be returned to the agency with a request for review of the claim by DOHA. The request for review will be sent via the DFAS-JMCE/KC but not via the member's finance officer.

*040604. Cases Of Doubtful Entitlement. These are not considered claims, but are cases where the necessary documents are available and the appropriation is current, but the member's entitlement is doubtful. The finance officer may request advice from the DFAS-JMCE/KC when doubt exists as to whether the payment is proper. If the finance officer still doubts the validity of payment, the case may be presented to the DOHA.

040605. Records Corrected. Members will not submit a separate claim to the DFAS-POCC/DE when the Board for the Correction of Naval Records (BCNR) corrects erroneous records entitling the member to additional pay. The BCNR will provide the DFAS-POCC/DE with an advance copy of the letter of corrections, and the DFAS-POCC/DE will automatically process the claim. Finance officers will not pay claims arising from action taken by the BCNR.

040606. Disputed Claims. These are claims concerning military pay and allowances and travel for active duty and reserve members that were submitted for a decision/payment and the claim was disapproved. If a member desires to dispute/appeal the decision, send such claims to the Defense Office of Hearings and Appeals (DOHA), Claims Division, P.O. Box 3656, Arlington, VA, They may be reached at (866) 231-3153.

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0407 MISCELLANEOUS TAXABLE INCOME

040701. Moving Expenses For Local Do-It-Yourself (DITY) Moves (944 Remark)A. Reference. MCO P4600.7.B. Substantiation. SF 1034.

C. Action. Upon making final settlement for a do-it-yourself move, report the miscellaneous taxable income using TTC 507/000 (do not use TTCs 693/694). Deduct the actual moving expenses before entering the taxable dollar amount. Before reporting the withholding of state income tax, verify that the member's state of legal residence requires state income tax withholding.

TTC/SEQ 507/000

CRED | TAX AMT ((1)) / \$ (2) . ____ / FITW\$ (3) . ____ / SITW\$ (4) . ____ |
(5)

(1) "ME" for moving expenses or "TB" for transportation benefits

(TB is for DFAS-KC reporting only)

(2) Dollar amount of taxable income

(3) Dollar amount of FITW

(4) Dollar amount of SITW

(5) Eight-digit date of payment

D. The central processing of the entry results in the remitting and reporting of Federal and state tax, if applicable, to the respective tax authorities. Entries with an effective date of the current calendar year that are reported and successfully processed with the December (approximately December 20th) end-of-month (EOM) U&E and after the last cycle is executed approximately December 30th of each calendar year; will be reflected on the current years W-2.

1. The LES issued for the month during which the DITY move entry was processed displays taxable information related to the DITY move.

*2. Issue a W-2C showing the DITY move tax information if the entry was not reported and processed at the DFAS-KC during the same calendar year that the DITY move payment was made. Forward a copy of the reissued W-2C to the DFAS-JAFC/KC.

E. Accounting appropriation for the DITY move payment voucher must reflect a debit-credit transaction. This is done using a SF 1034. The debit charges the proper appropriation for

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the cost of the DITY move. The credit accounts for the federal and/or state tax withholding pending remittance by the DFAS-KC.

1. The debit always charges the applicable appropriation for the total cost of the DITY move.

2. The federal and/or state tax withholding is credited to military personnel Marine Corps/Reserve Personnel Marine Corps (MPMC/RPMC) appropriation applicable for the member's pay and allowances. This credit is reversed by the DFAS-KC when the taxes are remitted to Federal or state tax authorities.

3. The original SF 1034 is forwarded to the DFAS-KC with the finance office's monthly financial returns.

F. These procedures apply for local DITY moves. The Commanding General, Marine Corps Logistics Base, Albany, Georgia, makes final settlement for all permanent change-of-station DITY moves.

Note. Members are required to pay 25.0 percent for FITW and the appropriate SITW percentage for one-time entitlements. If there is not a flat rate SITW percentage, withhold 4 percent on that portion of the incentive payment that is considered a financial profit (incentive pay less actual expenses equals financial profit).

040702. Cash Awards

- A. Reference. "DoDFMR", Vol. 5, appendix D.
- B. Substantiation. SF 1034 And Approval Letter.
- C. Payment Action.

1. Disbursing Officers Not Consolidated by the DFAS. Upon making payment of cash awards, report the taxable income using TTC 507/000 (do not use TTCs 693/694). Before reporting the withholding of state income tax, verify that the member's state of legal residence requires state income tax withholding.

TTC/SEQ 507/000

CRED | TAX AMT((1)) / \$ (2) . ____ / FITW\$ (3) . ____ / SITW\$ (4) . ____ |
(5)
 (1) "CA" for cash award or "TB" for transportation benefits

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- (TB for DFAS-KC reporting only)
- (2) Dollar amount of taxable income
 - (3) Dollar amount of FITW
 - (4) Dollar amount of SITW
 - (5) Eight-digit date of payment

(a) The central processing of the entry results in the remitting and reporting of federal and state tax, if applicable, to the respective tax authorities. Entries with an effective date of the current calendar year that are reported and successfully processed with the December (approximately December 20th) end-of-month (EOM) U&E and after the last cycle is executed approximately December 30th of each calendar year; will be reflected on the current years W-2.

(b) The LES issued for the month during which the cash award entry was processed displays taxable information related to the cash award.

* (c) Issue a W-2C showing the cash award tax information if the entry was not reported and processed at the DFAS-KC during the same calendar year that the award payment was made. Forward a copy of the reissued W-2C to the DFAS-JAFC/KC.

(d) The original SF 1034 is forwarded to the DFAS-KC with the finance officer's monthly financial returns.

*2. Finance Officers Consolidated by the DFAS-KC. Forward all paper work to the DFAS-JMSBB/KC for payment and processing.

0408 REIMBURSEMENT FOR ADOPTION EXPENSES

040801. General. The following information and procedures are to be followed for members seeking reimbursement for adoption expenses. Reimbursement of adoption expenses applies to all active duty members and full time support personnel on active duty for at least 180 continuous days. Members who leave active duty before a "final adoption" decree is granted are not entitled to payment. If an adoption is final and a final claim is signed before a member is discharged/separated, payment is authorized.

A. Reference. "DoDFMR", Vol. 7C, Chapter 4, Department of Defense Instruction 1341.9.

B. Substantiation. DD Form 2675 (Reimbursement Request for Adoption Expenses) and Substantiating Documentation for Expenses paid.

040802. Policy

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A. Active duty members serving on continuous active duty for at least 180 days can apply for reimbursement of adoption expenses for a child under 18 years of age. Members can be reimbursed for up to \$2,000 maximum per child for qualifying expenses related to the adoption. For multiple adoptions, the maximum reimbursement amount is \$5,000 per calendar year. The date that the claim form is received at the DFAS-CL by certified mail is used to determine the calendar year for the reimbursement.

B. When both parents are service members (including members of the U.S. Coast Guard), only one member is reimbursed for the expenses related to the adoption of the same child. Members can only receive \$5,000 in any calendar year.

C. Adoptions qualifying for reimbursement are:

1. Adoption by married couple.
2. Adoption by a single person.
3. Adoption of children under 18 years of age.
4. U.S. or the legal adoption of a child from a country other than the U.S. and its territories (inter-country adoption).

D. Adoptions must be arranged by a state or local government agency that has responsibilities under state or local law for child placement adoption, or by a nonprofit, voluntary adoption agency authorized by a state or local law to place children for adoption. Petitions filed directly with the court by an attorney, without the above stated agency involvement, will not be accepted.

E. Expenses will only be paid after the adoption is final. Only a one-time payment will be made, so all expenses must be submitted. Federal and state income taxes will not be withheld, however, the amount reimbursed must be included as income when federal and state income tax returns are filed.

040803. Reimbursable Adoption Expenses

A. Public and private agency fees, including fees charged by an agency in a foreign country.

B. Placement fees, including fees charged to the adoption parents for counseling.

C. Legal fees, including court costs, in connection with services that are unavailable to a member under Sections 1044 or 1044A of Title 10 U.S. Code.

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D. Medical expenses, including hospital expenses of the biological mother of the child to be adopted and of the newborn infant to be adopted, medical care given to the adopted child before the adoption, and physical examinations for the biological mother of the child to be adopted.

E. Temporary foster care charges when payment of such charges is required to be made before the adoptive child's placement.

040804. Nonreimbursable Adoption Expenses

A. Travel performed by the adoptive parent(s).

B. Adoption in violation of federal, state, or local law.

040805. Procedures

A. Members must submit a request for reimbursement for adoption expenses (DD Form 2675, AUG 93) to be reimbursed. Claims are not to be submitted until after the adoption is final. Administrative units can order the DD Form 2675 through their local supply system. The member's commanding officer or his/her designee must sign the form. The DD Form 2675 is available on the internet at: <http://www.dior.whs.mil/ICDHOME/formsrpt/ddall.htm>. A separate DD Form 2675 is to be completed for each child whose adoption has been finalized.

B. Members must provide the appropriate documentation supporting agency involvement, the final court papers, all receipts marked "paid", and all canceled checks. All documents originating from a state or other authorized adoption agency must be certified as true copies of the original by the member's legal office or commanding officer. In all other cases where the original document is filed with the court, a copy of the adoption order, certified by the clerk of the courts, must be submitted. Documents submitted will not be returned to the member.

C. Claims for reimbursement must be submitted no later than 365 days following the date the adoption is finalized or July 29, 1993, whichever is later. Payment will not be made for late claims.

D. A letter from the agency stating the dates of a home study and the placement of the child is sufficient documentation for establishing agency involvement. A description of any other services performed by the agency, as part of the adoption process, may be included in the agency's letter. In the absence of the home study and the placement of the child, a letter must be prepared by the agency describing its involvement in the adoption process, with effective dates for review, on a case by-case basis.

E. If the member or the spouse cannot appear personally at the administrative unit, claim requests and certification forms can be mailed to the unit. The spouse of the member under a power of attorney can sign claim forms if the member is unable to be present due to military duty. The

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power of attorney must be attached to the claim bearing the signature of the spouse in a representative capacity.

F. Commanding officers are to mail claims by certified mail to the DFAS-PMMCBB/CL, 1240 East Ninth Street, Cleveland, OH 44199-2059, phone: (216) 522-5576 or DSN 580-5576. The DFAS-CL will request additional information if needed. Any additional information requested must be submitted within 90 days for the claim to be reconsidered. If a claim is denied, a denial letter is sent to the member.

040806. Payment. Payment is made by check or if requested by EFT. A letter detailing the expenses that were paid is sent to the member when payment is made. A W-2 Form is also issued.

0409. PAYMENTS TO DEPENDENTS

040901. Payments to Dependents as a Result of Certain Court Martial Confinements

A. References. “DoDFMR”, Vol. 7A, Chapter 48, and MCO 1080.40 (MCTFSPRIUM).

B. Substantiation. NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization or Naval Message.

*C. General. Payments may be authorized to a member’s dependents for any or all forfeitures automatically imposed (for a period not to exceed 6 months) when waived by the convening authority's action or a person acting under 10 U.S.C 860. Such payments are considered normal military pay and allowances that are otherwise due to the member and are treated as payments made to the member for tax withholding and reporting purposes. When the convening authority authorizes such payments, before any payments are issued, coordination must be made with the DFAS-KC Marine Corps Pay Systems (DFAS-TSBD/KC) at DSN 465-1315 or (816) 926-1315 (telefax 465-3988 or (816) 926-3988).

0410. PAYMENTS TO PLATOON LEADERSHIP CLASS (PLC) AND FINANCIAL ASSISTANCE PROGRAM

041001. Platoon Leadership Class (PLC) Program and Financial Assistance Program

A. References. Military Personnel Procurement Manual, Volume 3, Officer Procurement Manual (MPPM OFFPROC), MCO 1080.40 (MCTFSPRIUM), and “DoDFMR”, Vol. 7A, Chapter 59.

B. General. The PLC is an officer program for college students attending accredited colleges or universities who upon successful completion of all requirements, are commissioned as

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second lieutenants in the USMCR. Members incur an active duty obligation period in addition to the time specified in their basic service agreement. The description and the eligibility requirements for this program are provided in the MPPM OFFPROC, Chapter 2. Upon successful completion of one summer training period, undergraduate PLCs may apply for financial assistance from the Marine Corps, subject to approval by HQMC, and assistance renewal is required annually for the remainder of undergraduate studies. The two financial assistant programs, whose primary purpose is to help PLC Marines with tuition assistance, are the Marine Corps Financial Assistance Program (MCFAP) and Marine Corps College Tuition Assistance Program (MCCTAP). College students participating in PLC and ordered to active duty will be paid via the MCTFS. The MCTFS will generate PLC W-2s and track/update lump-sum-leave and career LSL paid.

1. Marine Corps Financial Assistance Program (MCFAP). MCFAP allows for a stipend payment based on a monthly amount, not to exceed nine months in a school year and a maximum of three years total payments. Monthly amounts payable are based on the member's year in college. (The "DoDFMR", Vol. 7A, Chapter 59, provides the monthly amounts payable). Payments are generated by unit diary entries reported by HQMC, Marine Corps Recruiting Command, Quantico, VA and are posted to the member's 974 Remark (refer to MCO 1080.40, Chapter 5.)

2. Marine Corps College Tuition Assistance Program (MCCTAP). MCCTAP is an additional tuition assistance program for members enrolled in the PLC, including PLC lawyers. This program provides stipend payments to help members financially while pursuing an education on a full-time basis at an institution of higher education that leads to a baccalaureate degree or a doctor of jurisprudence or bachelor of law degree. Stipend payments are generated by unit diary entries reported by HQMC, Marine Corps Recruiting Command, Quantico, Virginia, and are posted to the member's 974 Remark (refer to MCO 1080.40, Chapter 5).

C. Entitlement to Active Duty Pay and Allowances. Members enrolled in the PLC program as college freshman or sophomores are required to attend two summer training sessions (junior course and senior course), each of which is approximately six weeks at the Officer Candidates School, Marine Corps Combat Development Command, Quantico, Virginia. Members enrolled during or after their junior year of college are to attend one ten-week training session. While attending training sessions, PLC members are entitled to active duty pay and allowances for their enlisted grade, but not a rate that is less than the pay grade of E-5. The Finance Officer, Quantico, VA is the PLC member's servicing finance officer

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***ADVANCE PAY COMPUTATION FOR PERMANENT CHANGE OF STATION**

AMOUNT OF PAY AVAILABLE:	Basic Pay	\$ _____
LESS: (See DoDFMR, Chapter 32, table 32-2, note 3)		
FITW	_____	

SITW	_____	

FICA	_____	

SGLI/Family SGLI/T-SGLI	_____	

Dependent Dental Plan	_____	

MGIB/TSP Only Basic Pay Designation	_____	

Indebtedness whether scheduled (<i>monthly debt installment</i>) or unscheduled (<i>one-time collection</i>)	_____	

TSP (basic pay designation only)	_____	
Other (<i>Specify</i>)	_____	
_____	---	
_____	_____	
_____	---	
Total Deductions		- _____
Monthly Pay Available for Advance Pay		_____
Multiply by Months' Advance Pay Authorized (<i>1, 2, or 3</i>)		x _____
Total Pay Available for Advance Pay		_____

AMOUNT OF PAY AVAILABLE FOR LIQUIDATING ADVANCE PAY**MONTHLY CREDITS:**

Basic Pay	_____	

BAH	_____	

BAS (<i>Off</i>)	_____	

Special Pay (<i>Specify</i>)	_____	

Other (<i>Specify</i>)	_____	
_____	---	
_____	_____	
_____	---	
Total monthly credits available for liquidation		\$ _____

MONTHLY DEBITS:

FITW	_____

SITW	_____

FICA	_____

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SGLI/F-SGLI/T-SGLI	---	

Allotments	---	

Other	---	
(Specify)	-----	
TSP (basic pay designation only)	---	

Total monthly debits to be considered		-----
Subtract Debits from Credits for Pay Available		- -----
Multiply by the Months of Term of Repayment		x -----
Total Amount of Pay Available for Liquidation		-----
<p>NOTE: If the total of the pay available for advance pay for a PCS is greater than the total amount of pay available for liquidation, take one of the following actions:</p> <ul style="list-style-type: none"> a. Refuse payment of the advance. b. Reduce the amount of advance pay to an acceptable amount agreeable to the member. c. Request that the member stop some allotments of pay, which will increase the total amount available for liquidation. 		

Figure 4-1. Computation of advance pay and permanent change of station